Joint Personnel Adjudication System (JPAS) Overview

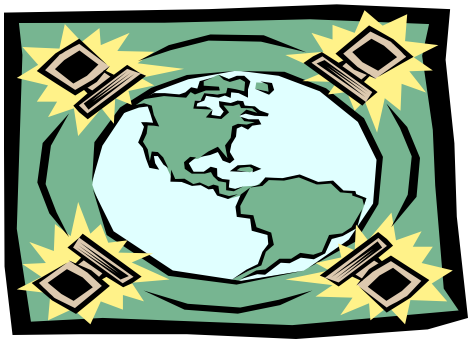
DSSAcademy
Security Through Knowledge

Important

- **This overview addresses information and instructions on the use of the Joint Personnel Adjudication System (JPAS).**
- **It is an instructional tool only and is not meant to dictate policy.**
- **It represents the JPAS version 2.1.1.**
- **Future enhancements will be announced on the JPAS website at https://jpas.osd.mil.**

JPAS

- **The Department of Defense (DoD) system that uses the Web to connect security personnel around the world with a database managed by DoD Agency Central Adjudication Facilities (CAFs).**



- **Represents a major technological leap for DoD personnel security professionals worldwide.**

JPAS

The DoD personnel security migration system:

- **Providing the virtual consolidation of the DoD CAFs**
- **For use by non-SCI security program managers, Special Security Officers, and DoD contractor security officers**
- **Uses a centralized database with centralized computer processing and application programs for standardized DoD personnel security processes**

JPAS

Provides "real-time" information regarding clearance, access and investigative status to authorized DoD security personnel and other interfacing organizations such as the:

Defense Security Service
Defense Manpower Data Center
Defense Civilian Personnel Management System
Office of Personnel Management

JPAS

- **Comprised of two major sub systems:**
  - **the Joint Clearance and Access Verification System (JCAVS)**
  - **the Joint Adjudication Management System (JAMS)**

JCAVS + JAMS = JPAS

JCAVS

- **Provides ability to constantly update accesses and related information in real time**

- **Provides ability to constantly communicate with other information systems:**

  - **DSS, OPM, DEERS, DCPMS, Bupers (USN), MCTFS (Marines)**

JAMS

- **Provides DoD CAFs a single information system to assist in the adjudication process**
- **Standardizes core DoD Adjudication processes**
- **Used by Adjudicator’s to record eligibility determinations and command access decisions**

Vocabulary

- **JPAS speaks in terms of eligibility and access instead of personnel security clearance.**
- **The government continues to issue eligibility to an individual.**
- **The security officer assigns**

Definitions

- **Eligibility**
  - **the highest level of information which may be disclosed to a person based on the type of completed investigation**
  - **CAF Responsibility**
- **Access**
  - **the actual level of classified information to which a person is authorized disclosure**

JCAVS User Levels

- **Total 12**
  - **Levels 9,11,12 are not yet defined**
  - **Level 10 = Visit Control Only**

JCAVS

- **Level 2**

  - **SCI security personnel at unified command, DoD agency, military department or major command/equivalent headquarters**

  - **For industry - usually the Chief Security Officer at the corporate level, Special Security Officer (SSO or CSSO)**

  - **Provides Read and Write Access**

JCAVS

- **Level 3**
  - **SCI security personnel subordinate to Level 2 at a particular geographic location (installation, base, post, naval vessel or facility)**
  - **Provides Read and Write Access**
  - **Requires an SSBI with DCID eligibility and access**

JCAVS

- **Level 4**
  - **Non-SCI security personnel at unified command, DoD agency, military department or major command/equivalent headquarters**
  - **For industry - Corporate FSOs (collateral)**
  - **Provides Read and Write Access**

JCAVS

- **Level 5**
  - **Non-SCI security personnel subordinate to Level 4 at a particular geographic location (installation, base, post, naval vessel)**
  - **For Industry - Company FSOs / Managers (collateral)**
  - **Provides Read and Write Access**

JCAVS

- **Level 6**
  - **Unit security manager (additional duty) responsible for security functions as determined by responsible senior security official**
  - **For industry - Unit Security Managers / Visitor Control**
  - **Provides Read and Write Access**

JCAVS

- **Level 7**
  - **Non-SCI entry control personnel / individuals who grant access to installations, buildings, etc.**
  - **For industry - lobby receptionists, security entry point personnel (collateral)**
  - **Provides Read Only Access**

JCAVS

- **Level 8**
  - **SCI entry control personnel / individuals who grant access to Sensitive Compartmented Information Facility (SCIF) installations, buildings, etc.**
  - **For industry - lobby receptionist, security entry point (SCI)**
  - **Provides Read Only Access**

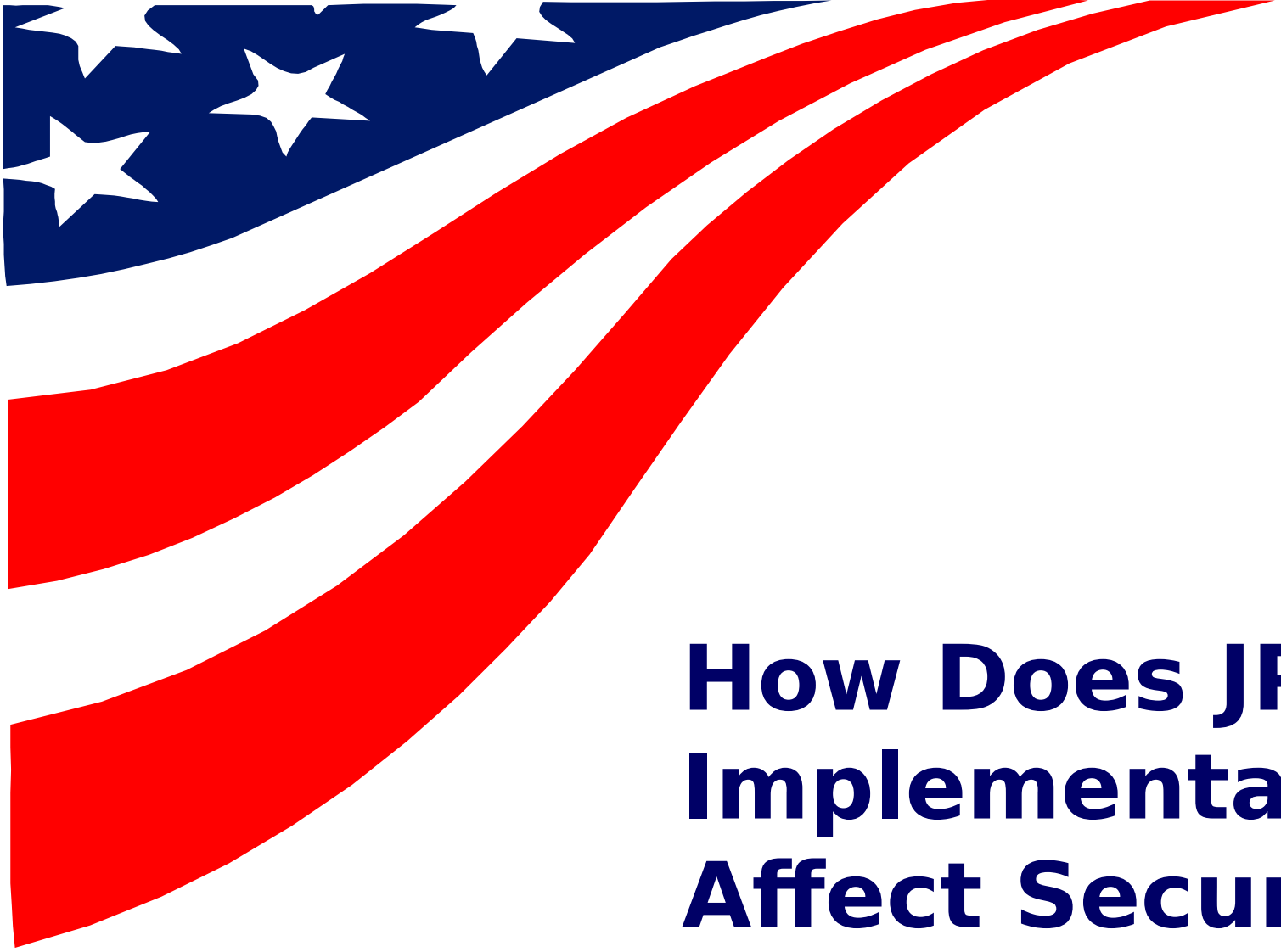
JCAVS

- **Level 10**
  - **Visitor management personnel**
  - **Has the same view of the JCAVS Person Summary as a JCAVS Level 7 User**
  - **Receives Visit Notifications when their Security Management Office (SMO) is being notified of a visit**

User Investigative Requirements

- **Levels 2, 3 and 8 – Current SSBI**
- **Levels 4 – 7 and 10 – NACLC with Credit***

***If projected user has a NAC without c**
a new EPSQ will be required with reas
listed as “Requires access to JPAS.”



How Does JPAS Implementation Affect Security Office Operations?

Security Officers

- **Must now speak JPAS**
  - **Remember Eligibility and Access replace Personnel Security Clearance**

- **Assigns the individual's access level in JCAVS**

Access
Eligibility
Authorize
d Person
Need-
to-
Know

Record Keeping

- **JPAS is the official DoD "clearance record"**

- **JCAVS will automatically record "eligibility" at the highest level commensurate with the level of investigation**

NOW
Security Officers Can:

- Grant access based on JPAS record of eligibility
- Upgrade level of access immediately
- Downgrade level of access immediately
- Terminate access immediately
- Record SF 312 execution. (Once!)
- Send U.S. Visits
- In/Out-Process employees / transfer clearances
- Submit Incident (formally known as

System Access Requirements

- **Desktop configuration**
- **.com, .mil, .gov, .org, or .net address**
  - **.net or .org addresses must identify their specific IP address to the JPAS helpdesk**

PKI Implementation for Industry

- Must be NSA approved and in place by October 1, 2004
- NSA approved vendors
  - Operational Research Consultants (ORC)
  - Digital Signature Trust (DST)
  - VeriSign

Designation of Users

- **Two Functional Categories**
  - **JCAVS Account Manager**
  - **JCAVS User**
- **Level of access dependent on:**
  - **Facility or command clearance level**
  - **Requirement to access SCI or non-SCI eligibility and access**

Account Manager

- **Responsible for JPAS compliance**
- **First line of assistance on-site - the organization's "help desk"**
- **Creates a Security Management Office**
  - **Inputs Security Officer's name, e-mail,**
    phone and fax numbers

Account Manager

- **Performs administrator functions such as:**
  - **Issuance of User ID and passwords**
  - **Re-setting passwords**
  - **Locking / un-locking user accounts**
  - **Changing user account privileges**
  - **Point of contact for system technical issues**
  - **Single point of contact between command / facility and the IPAS**

Account Manager

- **Examples of accountable actions:**
  - **Identify who has been given access to system**
  - **Produce Access Request Forms for review**
  - **Track account access that has been terminated, or where privileges have been suspended**

Functional User

- **Typically the Security Officer or designee**
- **Uses the system on a regular basis to send visit requests / maintain personnel security records, etc.**

Joint Personnel Adjudication System

(JPAS)

User ID:

Password:

LOG IN

CANCEL

You have 5 minutes until this screen times out!

Choose Category/Level

User ID: neimela

Person Category: Industry 2 (Consultant) 00011V6B

Level: Level 2

OK

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Select Person
View SMO
Create/Modify Visit
Notifications
Reports
Access Number
PSM Net
Home
Chg Password
Chg Category/Level
Tutorial
Logout

?

Welcome to the Joint Clearance and Access Verification System

(JCAVS)

You are logged in as User:

Smith, J2

Active Duty - Enlisted (USAF) - Level 2

HH25FCBC2 - AIR FORCE CENTRAL ADJUDICATION FACILITY, Level 2

Change current Time Zone, Office Symbol or Phone Number

>>>>> Office Information has not been updated for this Category. <<<<<

Please select an item from the menu on the left to continue.

- Select Person
- View SMO
- Create/Modify Visit
- Notifications ▸
- Reports ▸
- Access Number
- PSM Net
- Home
- Chg Password
- Chg Category/Level
- Tutorial
- Logout

? Select Person

*SSN: 123-45-6789

Last Name:

First Name:

Middle Name:

Display Person Summary: ◉

Display abbrev. Person Summary with VISIT Info: ○

Display Add/Modify Non-DoD Person: ○

Display SII: ○

DISPLAY CLEAR

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
Access Number
PSM Net
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Person Summary

VONWONDER, REGINALD WADSWORTH

SSN 123-45-6789
Eligibility: Top Secret, 2000 03 13, WHS
Investigation: SBPR, 2000 03 01, DSS
Open Investigation: N/A
Date EPSQ Sent: N/A
Incident Report: N/A
Polygraph: N/A
Foreign Relation: N/A

Date of Birth: 19NN NN NN
Place of Birth: N/A
Citizenship: U.S. Citizen
NdA Signed: 2003 09 05
NdS Signed: N/A
Attestation Date: N/A

Person Category

Civilian Employee (DOD)

Category Classification: N/A
Organization: 124521, DEFENSE SECURITY SERVICE CAPIT, , DDAACB, ,
Occupation Code: 0080
SA: N/A
Arrival Date: N/A
Office Phone Comm: (410) NNN-NNNN
Retire/Separation Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Office Symbol: ETAI
Grade: GS NN
PS: Critical Sensitive
Office Phone DSN: N/A
RNLTD: N/A
TAFMSD: N/A

Select Person
View SMO
Create/Modify Visit
Notifications
Reports
Access Number
PSM Net
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Report Incident In/Out Process

Non-SCI Access	SCI Access

US: Top Secret **NATO:** N/A **SPA:** N/A
CNWDI: N/A **SIOP:** N/A **Access:** N/A
PRP: N/A **Restricted Data:** N/A **Access Number:** N/A
SIGMA 16: N/A
IT: N/A **Public Trust:** N/A **Child Care:** N/A

Investigation Summary

SBPR from DSS, Opened: N/A Closed 2000 03 01

Adjudication Summary

PSI Adjudication of SBPR DSS, Opened , Closed 2000 03 01, determined Eligibility of Top Secret on 2000 03 13 WHS

External Interfaces

Perform SII Search DCII

Untitled Document - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location: fi
What's Related

Debrief Non-SCI Access

BATINOFF, BORIS

SSN: 111-22-3333 **Grade:** 06 **Category:** Active Duty

US | NATO

	Indoc Date	Debrief Date	Reason for Debrief
Secret:	2001 08 21		A - Access Rescinded

A - Access Rescinded
B - Access Suspended
C - Administratively Debriefed
D - For Cause Discharge
E - Language School
F - Leave without pay - civilian
G - No Longer Has Need to Know
H - Normal Discharge
I - Permanent Change of Station
J - Previous Indoctrination
K - Reserves
L - Retired
M - Transfer in Status
N - Interim Suspension
O - See Remarks

SAVE CANCEL

Notice: Under Privacy Act of 1972, you must safeguard personnel information retrieved through th by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done
Start Dave B Kendrick - Inbox - ... Microsoft PowerPoint - [Pr... D:\Security Manager Untitled Document - ... 8:48 AM

Select Person
View SMO
Create/Modify Visit
Notifications ▼
Access Suspension
Action by Svc SMO
Aging Interim
CAF Information Rqst
Eligibility Change
Incident Update
Indoc/Debrief Assist
Interim SCI Status
Message From CAF
Overdue Suspense
Pending SPA
Projected Losses
RRU Response
SOR
SPA Status
Visit
Reports ▶
Access Number
PSM Net
Home

? Visit Information

*Reason for Visit:

*First Day of Visit:

POC: Add POC

*Last Day of Visit:

POC Phone:

*Visited SMO: Select SMO

Visitor List:

Visitor Name	SSN	Person Category	Permanent Certification	Remove

*At least 1 visitor is required.

You must first save the Visit Information then Add visitors.

(•) Add Visit ( ) Modify Visit ( ) Cancel Visit

SAVE CANCEL

Visit Notification

Records 1 - 5 of 5, Page 1 of 1

Visit Dates	Visited SMO	Reason For Visit	POC	POC Phone	Status	Requesting SMO Code	Expand Visit	Remove From Display?
2003 11 30 - 2003 12 20	S10121 - Visit Testing Hosting SMO, Level 2	Symposium	ROBIN ANDERS	aaabb10125	Cancelled	S10120	☑	☐

SSN	Name	Category	Perm Cert	Non-SCI Access	SCI Access	Grade
000-01-0122	BROWN, JAMES 125127071	Warrant Officer (Reserve)	Yes	N/A	N/A	WG10
000-01-0121	SLOW, JOE 125127070	DoD Civilian/Inactive Reserve	Yes	6, 7	N/A	O5

Visit Dates	Visited SMO	Reason For Visit	POC	POC Phone	Status	Requesting SMO Code	Expand Visit	Remove From Display?
2003 12 01 - 2003 12 19	S10121 - Visit Testing Hosting SMO, Level 2	Seminar	N/A	aaabb10124	Cancelled	S10122	☑	☐

SSN	Name	Category	Perm Cert	Non-SCI Access	SCI Access	Grade
000-01-0121	SLOW, JOE 125127070	DoD Civilian/National Guard	Yes	Interim SCI	SCI SAP	O5
000-01-0120	SMITH, ROBERT 125127069	Non-DoD National Guard	Yes	Top Secret-SCI Requires A, Yes	HCS, SI	O5

Visit Dates	Visited SMO	Reason For Visit	POC	POC Phone	Status	Requesting SMO Code	Expand Visit	Remove From Display?
2003 12 12 - 2003 12 15	S10121 - Visit Testing Hosting SMO, Level 2	Inspection	JENA DAVIS	aaabb10161	Initial	S10123	☐	☐

Visit Dates	Visited SMO	Reason For Visit	POC	POC Phone	Status	Requesting SMO Code	Expand Visit	Remove From Display?
2003 12 14 - 2003 12 16	S10121 - Visit Testing Hosting SMO, Level 2	Inspection	KENDRA SMITH	aaabb10162	Initial	S10124	☐	☐

Visit Dates	Visited SMO	Reason For Visit	POC	POC Phone	Status	Requesting SMO Code	Expand Visit	Remove From Display?
2003 12 15 - 2003 12 17	S10121 - Visit Testing Hosting SMO, Level 2	Inspection	N/A	aaabb10120	Initial	S10125	☐	☐

Confirm Cancel

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Incident Report

VONWONDER, REGINALD WADSWORTH

SSN: 123-45-6789
Eligibility: Top Secret, 2000 03 13, WHS
Investigation: SBPR, 2000 03 01, DSS
Open Investigation: N/A
Incident Report: N/A
Polygraph: N/A
Foreign Relation: N/A

Date of Birth: 19NN NN NN
Place of Birth: N/A
Citizenship: U.S. Citizen

Select An Existing Incident:

***Incident Status:** (•) Initial ( ) Follow-up ( ) Final

***Date of Incident:**

Action: [ ] Suspend Access

Suspension Start Date:

***Select CAF:**

*Incident Criteria:

- [ ] Allegiance to the United States
- [ ] Foreign Influence
- [ ] Foreign Preference
- [ ] Sexual Behavior
- [ ] Personal Conduct
- [ ] Financial Considerations
- [ ] Alcohol Consumption
- [ ] Drug Involvement
- [ ] Emotional, Mental and Personality Disorders
- [ ] Criminal Conduct
- [ ] Security Violations
- [ ] Outside Activities
- [ ] Misuse of Information Technology Systems

Incident Report

Status	Date	Description

*Unclassified Description of Incident: (Only required for Initial and Follow-up Incident Status)

SAVE CANCEL

JPAS

- **For additional questions, clarification and/or points of contact please access the JPAS website:**
  https://jpas.osd.mil
- **EMAIL:**

  jpas.helpdesk@pentagon.af.mil

- **Or call the JPAS helpdesk:**

  202-404-2523, 2904, 2924, 2921,